

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Storm Water Operations Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs technical and administrative functions involving the management of storm water operations. Oversees facility operations. Supervises personnel. Prioritizes tasks and allocates resources to meet goals and objectives.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages facility operations by planning, organizing, coordinating and directing personnel, equipment, and materials for daily operations, allocating resources, evaluating work performance, hiring, disciplining, evaluating and developing personnel, assigning tasks, overseeing completion of objectives, ensuring facility compliance with safety rules and regulations, reviewing accident reports, and taking appropriate actions.
2	S	Provides information by consulting system plans, conferring with engineers and vendors regarding problems associated with maintaining existing infrastructure, preparing reports and other information at specified intervals, assisting with the preparation of operating budgets, and preparing requests for allocations and expenditures proposals.
3	L	Responds to emergencies by leading emergency storm clean-up teams.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read publications, directives, instructions, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and trigonometry.
Writing	Work requires the ability to write procedures, reports, and correspondence.
Managerial	Managerial responsibilities include planning, organizing and directing operations, and overseeing staff.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau; may research and prepare recommendations for Citywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision, presentations, meetings
Sitting	F	Computer, desk work, driving, meetings, presentations, answering telephone
Walking	F	Inter-office, offsite project sites
Lifting	O	Files, reports, documents
Carrying	O	Files, reports, documents
Pushing/Pulling	O	
Reaching	O	
Handling	O	Files, reports, documents
Fine Dexterity	C	Computer keyboard, calculator, writing, small controls at pump station
Kneeling	F	Performing inspections
Crouching	F	Performing inspections
Crawling	O	Performing inspections
Bending	O	Performing inspections
Twisting	O	Performing inspections
Climbing	O	Performing inspections
Balancing	O	Performing inspections
Vision	C	Computer, desk work, writing, reading, filing, performing inspections, driving
Hearing	C	Telephone, co-workers, staff, supervisor, vendors, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisor, vendors
Foot Controls	O	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, laptop computer, fax machine, copy machine, calculator, telephone, scanner, Standard Microsoft Windows and Office software, Telnet, QBIC-Flex

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	M	Noise and Vibration	M	Shop	--
Fire Hazards	M	Fumes and Odors	M	Vehicle	--
Explosives	M	Wetness/Humidity	W	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	M				

(1)

(2) Various areas between field operations to office operations

**PROTECTIVE EQUIPMENT REQUIRED:**

Eye protection, ear protection, steel toed shoes, hard hat

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	C
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	N